

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

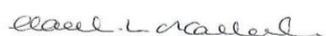
MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL ANNUAL
COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON

Monday 7th November 2022 AT 7.30 PM

AGENDA

1. Apologies for Absence
2. Code of Conduct
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
3. Approval of Minutes of meeting held on 4th July 2022 (no meeting on 12th September)
4. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
5. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
6. Update on any ongoing matters carried forward from previous meeting
 - a) Purchase of tree for Queens Jubilee – Cllr Snowdon
 - b) Traffic calming measures at Coates/Burton Mill Pond crossroads – Cllr Brown
7. Highways, Footpaths and Village Maintenance Update
 - a) Update on cutting of verges
8. Finance
 - a) To approve Clerks salary and expenses – **Appendix A**
 - b) To note and approve income and expenditure report – **Appendix B**
 - c) To approve the regular Bank Reconciliation – **Appendix C**
 - d) Receipt of CIL payment
 - e) To review the proposed Budget for 2023-24
 - f) To consider the appointment of an Internal Auditor for the 2022-23 audit
 - g) To consider purchase of AVG virus protection for computer at £23.88 for 1 year or £64.44 for 3 years. Cost after end period is £54.99 per year
9. Planning Update
10. Correspondence to note
 - a) PROW inspection
 - b) Tree felling works at Burton Mill Pond
 - c) Local Plan Review update correspondence
11. To note and agree meeting dates for 2023
 - 9th January
 - 6th March
 - 8th May
 - 3rd July
 - 11th September
 - 6th November
12. Matters arising not dealt with on the agenda
13. Public Questions (10 Minutes)
14. Any other matters for information only
15. Date of next Meeting 9th January 2022

Signed:



HL O'Callaghan
Clerk & RFO

Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
31 October 2022

Clerk Salary and Expenses

Clerks Salary 1 – 30th September 2022

Net Salary £582.64

PAYE 8.60

Clerks Salary 1- 31st October 2022

Net Salary £582.64

PAYE £8.60

Paid by Standing Order on last working day of the month

Paid after the meeting

Date to be Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
8/11/22	Working from home allowance (July)	As per contract	18.00	0	18.00
8/11/22	Working from home allowance (August)	As per contract	18.00	0	18.00
8/11/22	Working from home allowance (September)	As per contract	18.00	0	18.00
8/11/22	Working from home allowance (October)	As per contract	18.00	0	18.00
Total			72.00	0	72.00

FINANCIAL REPORT NOVEMBER 2022					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	30/09/2022	Natwest		Interest	0.64
					0.64
PAYMENTS:					
FILE NUM	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
21	30/09/2022	dd	HL O'Callaghan	Clerk Salary - September	582.64
22	03/10/2022	dd	HMRC	PAYE - September	8.6
23	03/10/2022	dd	Chi Payroll	Payroll - September	15
24	04/10/2022	dd	Jefferies Computers	SSL Certificate & Management Fee	85
25	31/10/2022	dd	HL O'Callaghan	Clerk Salary - October	582.64
					1273.88

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
31-Oct-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		11787.26
Less Total Payments		(5,128.78)
TOTAL		£14,236.58
BANK		
Natwest Current as @ 31/10/22		10,724.01
Natwest Savings as @ 31/10/22		3,512.57
Plus Uncleared Deposits		
TOTAL		£14,236.58